

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

**NOTICE OF ENFORCEMENT DATE FOR
SIGNATURE FORM AND REMINDER OF
CERTIFICATE OF SERVICE FORMAT**

The Court's Electronic Case Filing Administrative Policies and Procedures Manual ('the Manual') became effective July 1, 2009. Here is a link to the Manual:

<http://www.insb.uscourts.gov/WebForms/CMecf/ecfadmin.pdf>

A previous notice issued July 1st advised that enforcement of certain requirements in the Manual would commence in the future.

Effective Monday, November 2nd, the requirement of proper signature format will be enforced. Through such enforcement, the Court hopes to minimize assertions that a document has not been signed, as required by Fed.R.Bankr.P. 9011, when a purported 'signature' fails to match the required format. Proper signature format is:

/s/ [Typewritten Name of E-Filer]

Name of E-Filer

Address

City, State, ZIP Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx

Failure to use the proper signature format on electronically filed pleadings will result in a notice of deficient filing.

The Manual also establishes a new format for the certificate of service. Many electronic filers have adopted that format. The Procedures Manual now includes guidance on how to determine who received notice electronically, so that the certificate of service can be properly completed:

http://www.insb.uscourts.gov/procedure/Help_Troubleshooting/How_to_generate_mailing_lists_and_find_email_addresses.htm

Proper Certificate of Service format will be enforced in early 2010. A separate notice establishing the enforcement date will be given.

October 23, 2009

/s/ Kevin P. Dempsey
Clerk